

Draft Minutes
Budget Resource and Development Subcommittee
February 19, 2021 10:30 am to 12:00 pm

Meeting called to order at 10:32 a.m.

In attendance: Lou Ascione (Proxy for VPI); Brett Bell (Co-Chair); Channing Booth; Kandice Brandt; Michael Brown; David Buser (proxy for Max Moore); Dawn Diskin; Ben Gamboa; Adrian Gonzales; Darren Hall; Kurt Hill; Denise Kapitzke; Alanna Milner; Bill Pacheco

Absent: Laura Murphy

Guests: Sadayoshi Okumoto, Linda Woods

Call to Order: 10:34 a.m. with quorum

Approval of Agenda

- Motion to approve the Agenda for February 19, 2021 MSC Kapitzke, Brandt

Approval of Minutes

- Motion to approve the Minutes of November 20, 2020 MSC Booth, Milner

Old Business

- **Budget Development Template**
 - Combined with Old Business #3 – Annual Budget Review
- **Budget Reduction/Cut Process**
 - Combined with Old Business #3 – Annual Budget Review
- **Draft – Annual Budget Report**
 - Bell discussed concepts:
 1. Table of Contents
 2. Purpose, Authority, and Responsibilities
 3. Each fund section will contain
 - a. Description of fund group
 - b. Budget development process for each fund group
 - c. Budget reduction process for each fund group
 - d. Info graphic
 - e. Fund detail
 - Bell stated it will be housed on website under BRDS Documents
 - Bell wants members to assist with the development. They will consist of:
 - Kapitzke, Brandt, Diskin, Bell

New Business

- **Classroom AV Prioritization**

Bell discussed the annual process that is facilitated through BRDS

- To support the replacement of classroom AV
- Budget is \$50,000
- There are 16 classrooms in priority order that need replacement
- Communicated the status of process
- Estimates that BRDS may be able to fund 13 of the needs

Brandt questioned what happens to the items that are not funded. Bell stated that it will go to the next year's list. Encourages everyone to go to their Deans, if there are AV items that are not working.

Motion to approve prioritized classroom AV replacement list, Booth, Pacheco, MSC.

- **BRDS RFF Purchasing Update**

Bell thanked Denise for tracking all of this and keeping everyone updated. Many of the requisitions were completed and approved prior to the end of December. BRDS approved RFFs of \$225,624 there remains an unspent balance of \$7,740.

Hill explained when and why we replace servers. Buser questioned if there is a list of life expectancy and when things will be expiring. This will allow members to see when end of life of servers are coming up. Hill stated that they are driven by a number of things and expects 6-7 years for a server. A discussion of whether different Web servers can be used.

- **2021-2022 Tentative Budget Development**

Bell shared the form used for the discretionary tentative budget development process. It will be starting in March, in order to have communication for all departments. The documents serve as a basis for discretionary budgets.

Bell explained Adopted Budget process that includes the allocation of new Discretionary resources.

- **CARES Act and HEERF II Update**

Bell gave updates on CARES Act I funding

Miramar College	Budget	Spent 20	YTD Encumbered	Total Encumbered	Balance
Institutional	1,680,000	184,893	859,178	1,044,071	635,929
Student Direct Aid	1,511,369	597,254	791,788	1,389,042	122,327
MSI	234,628	-	-	-	234,628

Bell gave updates on CARES Act RFF:

RFF Status		
Total Requested	1,187,319	161
Total Approved	1,008,556	97
Total Denied	178,762	64

Booth asked if funds are carried forward. Bell stated that the funds are awarded for one year. All funds must be spent by 4/30/2021.

Bell gave updates on CARES Block Grants:

Miramar College	Budget	Spent 20	YTD Encumbered	Total Encumbered	Balance
Federal 1240	314,408	-	314,408	314,408	-
State 1754	478,399	-	-	-	478,399

Bell announced that we will receive HERF II Funds. He explained how the funds will be allocated.

- Only credit colleges distributing financial aid get funding
- The District will re-allocate funds allocated to City, Mesa, and Miramar to include the College of Continuing Education and District.
- Budget Planning is in progress

Bell estimates that Miramar's allocation will be approximately \$6,153,723:

Miramar College	Federal	SDCCD
Institutional	7,526,244	4,405,540
Student Direct Aid	1,617,949	1,511,369
MSI	236,814	236,814
TOTAL Miramar	9,381,007	6,153,723

Booth asked if there was a particular vendor used for health and safety items. Bell stated that his office did preemptive purchases for Plexiglas and selected a vendor. Recommends the vendor he selected to make it an easier flow for purchasing.

Announcements

- Discussion

Adjourned: 11:55 PM Next meeting scheduled for March 5, 2021